

WELCOME TO LET'S GOSIGN!

Once the identification process has been completed, you can start signing your digital documents in a qualified manner! Follow all the steps provided to access and apply your Qualified or Simple Electronic Signature on GoSign using the MyLGS app.





To login to GoSign, you can either:

Start using GoSign!

1. To sign in, click on the button or log in directly from the menu on the website



- 2. A QRCode will be generated by the system. Use the MyLGS app to scan it
- 3. Load your documents and add your signatures
- 4. To complete the signing process, select Signing with MyLGS
- A new QRCode will be generated. Use the app to scan it and proceed with biometric verification* to confirm your identity, using your

- Open the welcome e-mail with the instructions we sent you at the beginning and click on the button Sign in to GoSign
- Go to letsgosign.com and click on LOGIN TO GOSIGN on the Menu





If you click on one of the two links above, you will be redirected to the GoSign Web login page with a QRCode, for Let's GoSign USERS only.





N S. 1 71% Using the App, scan the QRCode on the page displayed on your PC. Check your data and click

LGS Service.

on Send to submit your request to log in to the

6:18 🖪 🗟 🐝 🔹 N 🖘 🗐 71% Proof request The request has been submitted, you will receive a notification upon action completion Ok 111



If everything has been verified correctly, the system will automatically log you into **GoSign**.

Welcome back John S what do you want to do today?	mith			TUESDAY 18 Jul 2023
Request signature Ask clients and colleagues to sign documents		Sign and send		
6	DRAG OR SELECT FILE	×	DRAG OR SELECT FILE	
MY SIGNATURE BOOK MY DOSSIERS				
This section provides an overview of the dossiers you ha	ive created			
		IDING	- OB	SEE ALL DOSSIERS



From now on, you can upload your **PADES** documents

GOSIGN			😔 📮 😔
Sign and Send			
CONVIGUIRE DOSSIER > PLACE SIGNATURES			
UPLOAD DOCUMENTS			
1. LET'S GOSIGN +			
	LET'S GOSIGN Subject *		Urgent dossier
PDF	Dossier 4LT72IZWL	Deadline	1 O
	OTHER SETTINGS 🗸		
SELECT SIGNATURE TYPE			
SIMPLE SIGNATURE	QUALIFIED SIGNATURE PDF (PADES)		
SET RECIPIENTS WHO WILL RECEIVE SIGNED DO	CUMENTS		
Recipients' e-mail	A		
	-		



Select the type of signature you wish to apply, (i.e. SIMPLE ELECTRONIC SIGNATURE or QUALIFIED ELECTRONIC SIGNATURE) and click on **NEXT**.

	Gosian				💿 📕 💿
© [®]	Sign and Send				
<u>a</u>	UPLOAD DOCUMENTS				
Ð	1.LET'S GOSIGN + PDF Society Select Signature type	LET'S GOSIGN Subject * Dossier 4LT72IZWL	Deadline	.	Urgent dossier
	SIMPLE SIGNATURE	QUALIFIED SIGNATURE PDF (PADES)			
	SET RECIPIENTS WHO WILL RECEIVE SIGNED DOCUMEN Recipients' e-mail	3			
		Dossier 4LT72IZWL ID 4LT72IZWL	NEXT		



Apply one or more signatures as you require and edit the settings in the lefthand menu to suit your needs. Once you have finished, click on **NEXT**.

Select **SIGNING WITH MYLGS** and click on **NEXT**.

() oosan	O 🖡 💿
< Confirm Signatures	DOSSIER 4LT72IZWL ID 4LT72IZWL QUALIFIED SIGNATURE PDF (PADES)
A QUALIFIED SIGNATURE PDF (PADES) SIGNATURE HAS BEEN REQUESTED	
Signature with Device Remote signature Signing with MyLGS	
	You are about to sign: Dossier 41.17212WL
	_
Dossier 4LT72IZWL ID 4LT72IZWL	NIXI



When the **QRCode** appears, open the **MyLGS** app, click on the icon on the bottom right and select **Scan QRCode**







Accept the **CA documentation** and click on **OK**

(NFOCERT)	Sign with Certified Credentials	Terms and Condition What is the issued service?
6	Terms and Conditions 2 Click to Insert a Self- Attested value	GENERAL TERMS AN CONDITIONS OF THE CERTIFICATION SERVICE
(NFOCUST)	Terms and Conditions GENERAL TERMS AND CONDITIONS More Self-Attested Email	By clicking "I have read and agree", Pursuant to Article 1341 and 1342 of the Italia Civil Code, the undersigne also declares to specificall approve the provisions of th General Terms an Conditions of the Certificatio Services set out below: Art. 1 (Responsibilities of the
	0@gmail.com Expire Date 1721203200 LicenceLGS	I have read and I agree
MFOCERT	Type AO	
F	Reject Send	Cancel Ok

Accept the T&C documentation and

click on **OK**



Ensure that all the data contained in the app are correct, then click on **Send**



Confirm the operation through biometric verification



Wait until the message **OPERATION COMPLETED** is displayed on GoSign.



From this moment on, your documents will be correctly signed and you will be able to view or download them directly from the **GoSign** Dashboard.



CREATE, SHARE AND... LET'S GOSIGN!